

# Occupational Safety and Health Protection For Employees of National Agriculture Library

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.

## Responsibilities of Your Agency

### 1. General Requirements

The National Agriculture Library (NAL) will furnish employees places and conditions of employment that are free from on-the-job safety and health hazards.

### 2. OSHA Regulations

NAL will comply with applicable regulations of the Occupational Safety and Health Administration (OSHA).

### 3. Reporting Hazards

NAL will respond to employee reports of hazards in the workplace.

### 4. Workplace Inspections

NAL will insure that each workplace is inspected annually for hazardous conditions. NAL will post Notices of Unsafe or Unhealthful Working Conditions found during the inspections for a minimum of three working days, or until the hazard is corrected, whichever is later.

### 5. Correction of Unsafe Conditions

NAL will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.

### 6. Safety and Protective Equipment

NAL will acquire, maintain and require use of appropriate protective and safety equipment.

### 7. Safety and Health Training

NAL will provide occupational safety and health training for employees.

### 8. Reporting Accidents, Injuries and Occupational Illnesses

Supervisors must submit a supervisor's report of accidental injury/illness for all work-related accidents, injuries or occupational illnesses experienced by employees under their supervision.

### 9. Safety and Health Committees

NAL will support any safety and health committees that are formed from management and employee representatives.

## Employee Responsibilities

### 1. Compliance with Standards

Employees shall comply with all OSHA and approved NAL occupational safety and health standards, policies and directives.

### 2. Safety and Protective Equipment

Employees shall use appropriate protective and safety equipment provided by NAL.

## Rights of Employees and Their Representatives

### 1. Participation in Safety and Health Program

Employees and their representatives shall have the right to participate in the NAL Safety and Health Program. Employees shall be authorized official time for these activities.

### 2. Access to Records and Documents

Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations; NAL safety and health policies and directives; accident, injury and illness statistics of the NAL.

### 3. Reporting Hazards

Employees and their representatives shall have the right to report unsafe or unhealthful working conditions to appropriate officials and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.

### 4. Freedom from Fear of Reprisal

Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the NAL Safety and Health Program.

## Responsible Officials

The Designated Agency Safety and Health Official (DASHO) for NAL is the Agricultural Research Service's Deputy Administrator for Administrative and Financial Management.

James H. Bradley

The Agency Safety and Health Manager is:

Terry L. Roark

and may be contacted at

301-504-1248    troark@ars.usda.gov  
(Telephone and email)

The Designated Safety Official (DSO) for this workplace is:

Keith O'Brien

and may be contacted at

301-504-7941  
Keith O'Brien-NAL@ars.usda.gov  
(Telephone and location)

## Further Information

This notice highlights the NAL employee job safety and health program. More information about the agency program or its standards and procedures may be obtained from the workplace DSO.

Washington D.C.  
2001

Peter Young  
Director

